FUNCTIONAL DEVELOPMENT OF PROVISIONAL TRS STAFF

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1. The direction of the Office of Training (Special) is vested in the Assistant Director of Tng(S) and the Deputy Assistant Director of Tng(S) (DADTRS), whose responsibilities and functions are determined by higher authority.

2. To meet the expansion of activities and to assist in the direction of OTRS, a provisional staff is provided on an experimental interim basis and within current personnel allotments, consisting of a Staff Executive (SETRS), and Assistants to Staff Executive as described below. In its actual operation, it is contemplated that only Assistants to Exec, TRS, will be permanently assigned to the provisional staff. The staff-sections may include TRS staff-members temporarily assigned thereto for the development of specific plans or programs in which they have special qualifications. The Administrative Section, OTR, remains as presently authorized.

3. TRC Staff Executive coordinates all matters pertaining to executive functions of TRC headquarters staff. He is the contact for agencies other than TRC through AD/TRC and DAD/TRC.

He places an item into its proper planning channel, i.e. Doctrine and Development, Pre-Planning, Administrative Operations, Training, or Liaison.

4. The Planning Staff is non-operational and coordinates plans seeking from the Administrative Support Staff office of Training execution of such matters and/or advice, estimates, etc. which are purely administrative in nature.

5. The anticipated method of operation is that a policy doctrine is developed and is passed from that branch to the appropriate planning branch for implementation. Normally, on all planning contacts, the TRC Staff.Executive is kept informed.

6. As requirements are received, they go to the Pre-Planning Branch. This branch explores and exhausts detailed plans necessary to meet the requirements. Again, in cases, these are passed to Administration to assist in obtaining estimates or factual data. For example, as real estate is required, the Pre-Planning Branch figures the minimum or ideal requirements and gives them to the Administrative Support Staff to exploit.

7. From the Pre-Planning Branch, assuming the plan is to be implemented, the Administrative TRC Operations Branch picks up and coordinates.

8. The Training Branch conducts all of the administrative portions of training plans that affect the training physically as a subject.

9. All liaison is conducted through the Liaison Section, TRC, through the TRC Staff Executive.

1. In connection with development of this TRC Staff, it is intended to put a minimum number of individuals on permanent TO. That minimum in all probability will not exceed two with clerical or secretarial help as necessary. The ratings would be in line with the ratings established.

TRC Staff Executive - GS 15
Branch chiefs of the
    Doctrine Development
    Pre-Planning
    Administrative Op.
    Training   - GS 14
Liaison   - GS 13

Permanent assistants would be one grade lower. The Staff Executive would have no principal assistant inasmuch as in his absence, DAD/TRC would function in that capacity in addition to his duties as Deputy.

2. Other personnel to carry out the planning missions as shown would be on a part or full-time temporary duty status with the Planning Staff. This will effect an economy of specialists who would well act as instructors, research analysts, etc. while performing their functions with planning details.

3. Absorbed into this structure would be similar functions now being performed in the various training divisions and branches so that a focal point within TRC on any project is established by use of this staff. Thus, liaison officers now provided in TOs ▮▮▮▮▮▮▮ **25X1A** would be absorbed in this staff. At the present time, a holding program **25X1A6a** is being planned by DQM. This planning would go to this staff. ▮▮▮▮ requirements in planning would be absorbed by this staff giving a focal point to the area ▮▮▮▮▮▮ Guerrilla Warfare and other new subjects in course of development would go to theDoctrine Development Staff. Pre-Planning ▮▮▮▮▮ would fall into this planning concept. TO slots for these projects would not be necessary in planning stages except for individuals who would become active with their project upon its activation.

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4. Continuity is required and such continuity is provided for by permanent, key personnel.

TRC

DOCTRINE AND DEVELOPMENT

1. Maintain liaison with OSO and OPC for purposes of determining operating doctrines and policies and obtaining information relative thereto for instructional use. Make recommendation reference inclusion in training.

2. Review training material to insure accuracy and adequacy as to current doctrine policy.

3. Furnish guidance within TRC and development of new training programs and material.

SECURITY INFORMATION

TRC

STAFF EXECUTIVE

1. Coordinates all matters pertaining to efficient functioning of TRC Headquarters Staff.

4

SECURITY INFORMATION

TRC

PRE-PLANNING PLANS

1. Initiate long-range plans for new training requirements to include Tables of Organization; facilities, such as housing, equipment, communications, transportation, supply, procurement, storage, distribution of supplies, real estate.

2. Anticipate and determine needs.

3. Prepare budget estimates.

4. Cover and security.

5. Be responsible for preparation and presentation of projects to Joint Training Committee and Project Review Committee.

5

SECRET

TRC

CURRENT OPERATIONS AND PLANS FOR OPN

1. Coordinate facilities: space, buildings, equipment, supplies,
etc.

2. Cover and security.

3. Budget estimates current projects.

    a. Coordinate TRC personnel and student personnel.

4. Study and survey current organization of TRS.

5. Execute pre-plans as they become factual.

SECRET

TRC

TRAINING MANAGEMENT

1. Teaching aids.

2. Inspect classes. Analyze prescribed training programs.

3. Develop new training techniques.

4. Coordinate training shcedule content.

5. Lesson plans, student notes and outlines, etc.

6. Prepare training programs.

SECURITY   CONFIDENTIAL

TRC

LIAISON

1. Effect Liaison OPC/OSO on current matters.

2. Liaison Overseas training requirements.

3. Coordinate TRC-TMS instructional support overseas.

4. Liaison OPC/ OSO on future actual or anticipated require-
ments.

5. Liaison other governmental agencies.

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AD/TRC

cc: █████████

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